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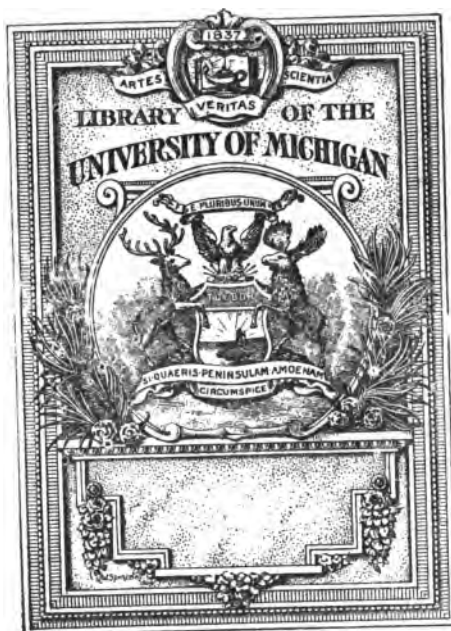
MICHIGAN STATE LIBRARY

How Shall I Catalogue My Library?



(REPRINTED BY PERMISSION OF THE LIBRARY BUREAU)

LANSING, MICHIGAN
WYNKOOP HALLENBECK CRAWFORD CO. STATE PRINTERS
1903



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HOW SHALL I CATALOG MY LIBRARY?



By *American*

BEING AN OUTLINE OF A SIMPLE
METHOD OF CLASSIFICATION
AND CATALOGING FOR SMALL
OR PRIVATE LIBRARIES, TO-
GETHER WITH A DESCRIP-
TION OF THE TOOLS NEEDED

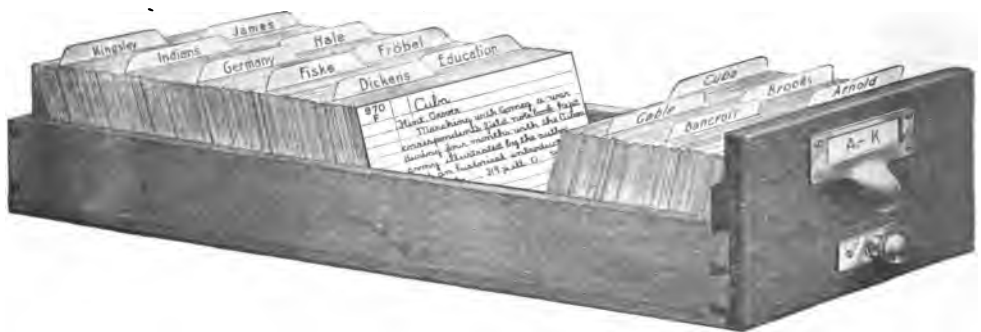
INTRODUCTORY.

This booklet has been reprinted by permission of the Library Bureau.

Its aim is merely to outline a simple method of classifying and cataloguing the books of a small library.

For further guidance the amateur librarian is referred to John Cotton Dana's "Library Primer," an invaluable handbook on establishing and handling a small library.

The Librarian wishes to gratefully acknowledge the courtesy of Mr. F. W. Chamberlin, manager of the Library Bureau, Detroit, who permitted the reprint of this book and furnished the plates for the illustrations.



Tray of Library Bureau card catalog showing arrangement of written guides.

HOW SHALL I CATALOG MY LIBRARY?

Even the smallest library attains its full usefulness only when properly classified and cataloged, so that its resources on any subject may be learned at a glance and any desired book found instantly.

Classifying means grouping the books in logical order according to subject, and giving to each book a mark which will tell in which group or class it belongs, distinguish it from other books in the same class, and show its exact place on the shelves.

For the librarian or owner of a library which is likely to grow to large size, or which needs to be classified minutely, the best advice is—engage a trained classifier for a few days to do the preliminary work. His knowledge and experience will be worth many times the amount of his charge.

Most small libraries, however, may be classified by the amateur with sufficient accuracy to meet every practical need, providing the work is carefully done according to an accepted system. Don't try to devise a system of your own!

The Dewey decimal system is one of the simplest and most practical.

The decimal system divides the field of knowledge into nine main classes, which are numbered 100 to 900. Cyclopedias, periodicals, etc., so general in character as to belong to no one of these classes, form a tenth class, 000.

CLASSES.

000	GENERAL WORKS	500	NATURAL SCIENCE
100	PHILOSOPHY	600	USEFUL ARTS
200	RELIGION	700	FINE ARTS
300	SOCIOLOGY	800	LITERATURE
400	PHILOLOGY	900	HISTORY

Each of these ten classes is sub-divided into ten divisions, as follows;

DIVISIONS.

000	GENERAL WORKS	100	PHILOSOPHY
010	Bibliography	110	Metaphysics
020	Library economy	120	Special metaphysical topics
030	General cyclopedias	130	Mind and body
040	General collections	140	Philosophical systems
050	General periodicals	150	Mental faculties. Psychology
060	General societies	160	Logic. Dialectics
070	Newspapers	170	Ethics
080	Special libraries. Polygraphy	180	Ancient philosophers
090	Book rarities	190	Modern philosophers

200 RELIGION	600 USEFUL ARTS
210 Natural theology	610 Medicine
220 Bible	620 Engineering
230 Doctrinal theology. Dogmatics	630 Agriculture
240 Devotional. Practical	640 Domestic economy
250 Homiletic. Pastoral. Parochial	650 Communication. Commerce
260 Church. Institutions. Work	660 Chemical technology
270 Religious history	670 Manufactures
280 Christian churches and sects	680 Mechanic trades
290 Ethnic. Non-Christian	690 Building
300 SOCIOLOGY	700 FINE ARTS
310 Statistics	710 Landscape gardening
320 Political science	720 Architecture
330 Political economy	730 Sculpture
340 Law	740 Drawing. Decoration. Design
350 Administration	750 Painting
360 Associations and institutions	760 Engraving
370 Education	770 Photography
380 Commerce. Communication	780 Music
390 Customs. Costumes. Folk-lore	790 Amusements
400 PHILOLOGY	800 LITERATURE
410 Comparative	810 American
420 English	820 English
430 German	830 German
440 French	840 French
450 Italian	850 Italian
460 Spanish	860 Spanish
470 Latin	870 Latin
480 Greek	880 Greek
490 Minor languages	890 Minor languages
500 NATURAL SCIENCE	900 HISTORY
510 Mathematics	910 Geography and travels
520 Astronomy	920 Biography
530 Physics	930 Ancient history
540 Chemistry	940 Europe
550 Geology	950 Asia
560 Paleontology	960 Africa
570 Biology	970 North America
580 Botany	980 South America
590 Zoology	990 Oceanica and Polar Regions

This classification will cover most of the books in any library, up to a few thousand volumes. Where a closer classification is needed, each of these 100 divisions is again divided into ten sections, and the process is repeated as often as necessary.

Each book is numbered according to the group in which it falls, and all the books are arranged on the shelves in simple numerical order. Since each group or subject has a definite number, the books on any subject must stand together. Thus 510 means Class 5 (Natural Science), Division 10

(Mathematics), and every book on Mathematics is numbered 510. The tables show the logical order in which subjects follow one another.

One great advantage of this plan is that each class may be sub-divided to any degree desired without reference to the others. A library that has made a specialty of Botany, for instance, may classify its books on that subject with the greatest minuteness, and yet carry the rest of its classification no further than the first sub-division.

For complete tables of decimal system, together with subject index, get "Abridged Decimal Classification and Relative Index," by Melvil Dewey, M. A. (Library Bureau, Cloth, \$1.50).

FICTION AND BIOGRAPHY EXCEPTIONS.

In a small library, fiction and biography are not classified by the decimal system. Fiction has a place on the shelves by itself and is arranged alphabetically by name of author. Individual biography, that is, biography of a single person, is arranged on the shelves alphabetically by name of *subject*. Thus Hagood's *Life of Lincoln* is shelved under Lincoln, not under Hagood.

AUTHOR MARK.

Having designated by the decimal system the group or class in which a book stands, it remains to distinguish one book from another in the same class. This is best done in a small library by adding to each book's class number the initial of its author's surname and arranging the books in the same class alphabetically by name of author.* Thus Motley's "Dutch Republic" would be 940

M

PUTTING NUMBERS INTO BOOKS.

Each book must bear its complete number and author mark in some conspicuous place. In a small library the best plan is to have a "book-plate," i. e., an artistic label of some significant design, which is pasted on inside front cover of each book. On this the book's number and author mark are written. A plain label may be used instead of the book-plate, or the number and author mark may be written directly on inside of cover, or on back of title-page above copyright entry.

PRACTICAL HINTS.

Group your books roughly into classes before you begin to classify. This is much easier than classifying each book as you come to it in the midst of books of other classes.

In determining the classification of a book, examine first the table of contents, then the preface. If these fail to enlighten you as to the exact subject, read a few pages here and there.*

Get the real subject. Do not depend on the title. "History of Mathematics" is classified under Mathematics, not under History.

*For a more specific method get "Cutter 2-figure decimal alphabetic order table" (Library Bureau, \$1.25 postpaid).

*The "Catalog of A. L. A. Library" published by the Bureau of Education at Washington gives the classification by the decimal system of an ideal popular library of 5,000 volumes, and will be found of great assistance by the amateur classifier. It is sent free on application to the Bureau of Education.

If a book treats of two or more subjects, classify it under the most prominent, but make a catalog card for each subject.

Keep your classification consistent.

Remember that classification is not an exact science, but a continual compromise. Few books belong absolutely in any one class. Any classification that gets the books on any one subject side by side, and those on kindred subjects near one another, is a good one.

CATALOGING.

A catalog is as necessary to the usefulness of a library as classification. It is a short cut to all the information about the books that any reader requires. Has the library a book by a given title? What books has it by a given author? What books has it on a given subject? In what book does a given article, essay, or drama appear?

To answer these questions by going to the shelves might require searching through all books in a class or several classes. A catalog answers them immediately, and at the same time indicates the exact place on the shelf of the book or books wanted.


THE CARD CATALOG.

In a card catalog, the title, author's name, and subjects are each written on a separate card, with any further data desired, and all the cards are filed alphabetically in a card tray or drawer.

All modern libraries now use card catalogs. A card catalog never needs rewriting. It is expansive and grows as the library grows. Cards for new books can be entered in their exact alphabetic order at any time, and new sub-divisions and classifications may be made without affecting the rest of the catalog.

As a rule, author card, title card, and one or more subject cards should be written for each work.

AUTHOR CARD.

970 F	Flint, Grover
	Marching with Gomez, a war correspondent's field note-book kept during four months with the Cuban army, illustrated by the author; with an historical introduction by John Fiske. 319 p. ill. O B. 1898
	 Lamson, Wolfe

On the first line write author's surname, followed by his given name or names; on the next line, the title; below, any data that you consider worth while,—size of volume, number of pages, publisher, date and place of publication, etc. In the upper left corner write the class number with author letter below it.

TITLE CARD.

970 F	Marching with Gomez.
	Flint, Grover

Make out in same way as author card, but enter title on first line, author's name on second.

In writing title put the "catch" word first, i. e., the first word after the words "a," "an," "the." Enter class number and author letter in upper left corner, as on author card.

On all catalog cards begin author's name to right of first vertical line, title or subject to right of second vertical line.

W70U

SUBJECT CARD.

970 F.	Cuba
Flint, Grover	Marching with Gomez, a war correspondent's field note-book kept during four months with the Cuban Army, illustrated by the author; with an historical introduction by John Fiske. 319 p. ill. O. B 1898
	Samson, Wolfe

Enter subject on first line, author on second, title on third. Write class number and author letter in upper left corner.

Many books require several subject cards. For a volume of essays, plays, stories, or biographical sketches, it is desirable to write a subject card for each essay, play, etc., of importance.

Frequently the book's subject and its title are identical, as "Botany," by Gray.

Fiction requires no subject card.

ARRANGEMENT.

Arrange all cards—author, title, and subject—in one alphabetic sequence in the catalog trays or drawers. About every twenty cards insert a guide card, i. e., a card with a projecting tab, and on the projection write the first word of card that follows.

ANOTHER USE FOR A CARD CATALOG.

A card catalog need not be confined to the books in its own library. Every reader sees magazine articles, published reports, books, or reviews of books which he is unable to read at the time, but to which he would like to refer again. "I will remember that and look it up," the busy man says, but in the pressure of other things it is forgotten.

Subject cards inserted in a card catalog with reference to the volume and page of the periodical, and to the title and publisher of the book or report, will make all such matter available when wanted.

A student's small library fully indexed on cards is often of more practical working value than many a large library.

CATALOG CARDS.

The cost of catalog cards is a small item compared with the labor of writing them. The best quality of cards obtainable should therefore be used. Cheap cards soon wear out. This means not only new cards, but the whole work of rewriting. Catalog cards should also be exact in size, as the slightest variation destroys facility in handling.

Library Standard cards (7.5 x 12.5 cm.; approximately 3 x 5 inches) are the acknowledged standard for catalog work.*

*Adopted by the American Library Association, the United States Government, the Institut International de Bibliographie, Brussels, and Consilium Bibliographicum, Zurich.

FOR HAND-WRITTEN CATALOG.

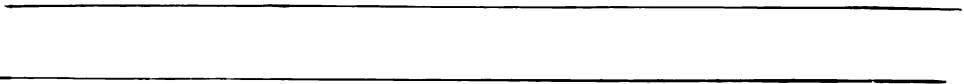
This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. Two vertical lines are positioned on the left side, creating a margin. Near the bottom center of the page, there is a small, hand-drawn black circle. The paper appears to be from a notebook or a standard writing sheet.

Exact size.

Light weight, white.	Per 1,000	\$2.25
Medium weight, white.	Per 1,000,	3.00
Also in colors. Cheaper grades if desired.		

~~EXACTLY AS SHOWN IN PICTURE~~

FOR TYPE-WRITER LETTERS

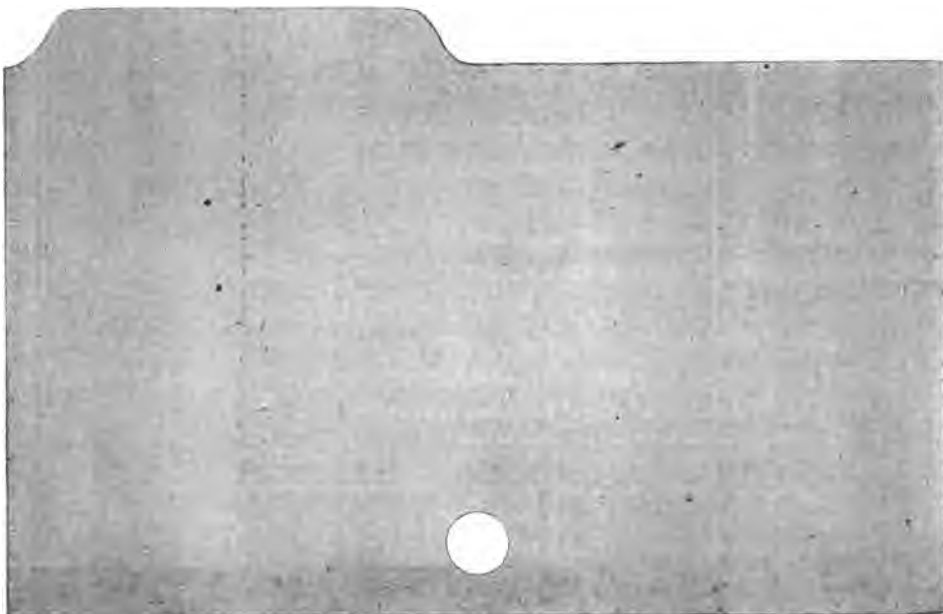


EXACT SIZE

Light weight, white	Per 1,000.	\$2.25
Medium weight, white.	Per 1,000.	3.00
Also in colors. Cheaper grades if desired.		

GUIDES.

Every guide judiciously inserted in a card catalog increases its value and saves unnecessary handling. The rule is one guide for about every twenty cards. Each guide has a projection 8 millimetres high and one-fifth, one-third, or one-half the width of the card. These projections are in different positions across the top of the guide, so that in a series of guides one will not obscure another. (See frontispiece.) On each projection is written the first word of the card that follows. In very small card catalogs simple A-Z guides are sufficient.



Buff, blue, or salmon. Per 100,
Projections printed A to Z. Per set (25 cards),

60c
25c

CARD CATALOG OUTFITS.

These consist of cabinets, with complement of cards and guides. Outfits range from a pasteboard box of one hundred cards, upwards.

It will be seen from the following prices that complete outfits can be bought cheaper than cards and cabinets separately.



TWO-TRAY CABINET

Cabinet of quartered oak (antique finish) or mahogany. Equipped with patent adjustable angle blocks and screw-front rods. Solid bronze label-holders and rod fronts. Cabinet is 12 7-16 in. wide, 4 $\frac{3}{4}$ in. high, 13 $\frac{1}{2}$ in. deep.

Oak cabinet,	\$5.00
Mahogany cabinet,	5.50
2,000 light-weight or 1,500 medium-weight cards,	4.50
100 guides,	.60
Complete outfit, with oak cabinet,	9.00
Complete outfit, with mahogany cabinet,	9.50

FOUR-TRAY CABINET

Cabinet of quartered oak (antique finish) or mahogany. Equipped with patent adjustable angle blocks and screw-front rods. Solid bronze label-holders and rod fronts. Cabinet is 12 7-16 in. wide, 7 $\frac{1}{4}$ in. high, 13 $\frac{1}{2}$ in. deep.

Oak cabinet,	\$8.00
Mahogany cabinet,	9.00
4,000 light-weight or 3,000 medium-weight cards,	9.00
200 guides,	1.20
Complete outfit, with oak cabinet,	15.00
Complete outfit, with mahogany cabinet,	16.00



SIX-TRAY CABINET

Same material, construction, and fittings as two-tray cabinet. 12 7-16 in. wide, 11 $\frac{3}{8}$ in. high, 13 $\frac{1}{2}$ in. deep.

Oak cabinet,	\$12.00
Mahogany cabinet,	13.50
6,000 light-weight or 4,500 medium-weight cards,	13.50
300 guides,	1.80
Complete outfit, with oak cabinet,	22.00
Complete outfit, with mahogany cabinet,	23.50

NINE-TRAY CABINET

Same material, construction, and fittings, as two-tray cabinet. 18 7-16 in. wide, 11 $\frac{3}{8}$ in. high, 13 $\frac{1}{2}$ in. deep.

Oak cabinet,	\$18.00
Mahogany cabinet,	20.25
9,000 light-weight cards,	20.25
6,800 medium-weight cards,	20.40
500 guides,	3.00
Complete outfit, with oak cabinet,	34.00
Complete outfit, with mahogany cabinet,	36.25

TWELVE-TRAY CABINET

Same material, construction, and fittings as two-tray cabinet. 19 $\frac{1}{2}$ in. wide, 15 $\frac{1}{4}$ in. high, 15 $\frac{3}{8}$ in. deep.

MANUALS.

The technical manuals here described are recommended by the library profession as indispensable to librarians and assistants. These, with the publications of the American Library Association, of which a list is given, are all helpful, and most of them absolutely necessary in every library.

DECIMAL CLASSIFICATION AND RELATIV INDEX.

For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, director New York state library and library school.

ABRIDGED DECIMAL CLASSIFICATION AND RELATIV INDEX.

Issued in response to the demand for a shorter form for small and slowly growing libraries. The short (3-figure) forms can be changed to the full class numbers at any time without other alteration than adding extra figures from the unabridged tables.

CUTTER'S EXPANSIVE CLASSIFICATION.

A logical, practical classification for books. Devised by C. A. Cutter, Librarian of the Forbes Library, Northampton, Mass. This work is issued unbound in sheets, not yet being completed.

LIBRARY SCHOOL RULES.

Containing card catalog, accession, and shelf list rules; edited by Melvil Dewey, director of the New York state library and library school. Sixth edition, revised, with marginal alternative rules. 1899. Printed on the finest paper, 25 x 17.5 cm. allowing margin for side notes. Bound together complete. Published by the Library Bureau.

CARD CATALOG RULES for author and classed catalogs, with a "Bibliography of catalog rules" by Mary Salome Cutler Fairchild, instructor in cataloging in the Library School. Contains facsimile cards illustrating all points.

ACCESSION RULES. Sample pages written in the library hand illustrate each rule.

SHELF LIST RULES cover constant questions that arise and are fully illustrated by sample pages showing method of filling.

SIMPLIFIED LIBRARY SCHOOL RULES.

An abridged edition compiled for the benefit of libraries not requiring such elaborate bibliographical records as are provided for in the complete edition. It differs from the original edition in being more explicit, with fuller notes, simpler statements, and clearer definitions; also in omitting the rules for minute bibliographical records.

It contains simplified card catalog rules, accession rules, shelf list rules, simplified book numbers, and rules for capitalization, punctuation, library

abbreviations and library handwriting. These rules are equally applicable to dictionary and classed catalogs. Sample catalog cards are given illustrating both forms. This edition is specially suitable for small public and private libraries.

LIBRARY ABBREVIATIONS.

Compiled by Melvil Dewey. Reprint on card folder of abbreviations published in 1894 edition of "Library school rules."

LIBRARY PRIMER.

By John Cotton Dana. The most complete handbook ever published for librarians. Every phase of library work, theoretical, practical, and historical, is dealt with, and new methods, systems, and supplies illustrated and described.

UNITED STATES GOVERNMENT PUBLICATIONS.

A hand book for the cataloger, by Adelaide R. Hasse, chief of the document department of the New York public library. This work covers the whole subject with great minuteness and includes in its scope constitutions, treaties, legislative papers, executive and judicial papers, federal documents, and state and city documents.

CUTTER 2-FIGURE DECIMAL ALPHABETIC ORDER TABLE.

A scheme giving to each work its own exclusive book number, so contrived that "the books stand on the shelves alphabetically by authors under each subject."

CUTTER-SANBORN 3-FIGURE ALPHABETIC ORDER TABLE.

Made by Miss Kate E. Sanborn, on the same principle but three figures instead of two are used with the initial letter. It is intended for libraries that have large classes to be arranged in alphabetic order.

CUTTER 3-FIGURE DECIMAL ALPHABETIC ORDER TABLE.

These tables are simply an enlargement of the Cutter 2-figure order table. They include and extend the matter originally published in the 2-figure table, and can not only be employed to better advantage than the Cutter-Sanborn 3-figure tables, where the 2-figure tables have been used, but they can be worked both for two or three figures equally well.

LIST OF SUBJECT HEADINGS FOR USE IN DICTIONARY CATALOGS.

Prepared by a committee of the American Library Association. Second edition, revised.

There has been nothing more puzzling to the novice in cataloging than the variations of subject headings in different catalogs. The list of subject headings furnishes a professional tool which has been found most helpful.

LIBRARY JOURNAL.

Of direct value to all librarians is the *Library Journal*, subscription price \$4.00 per year; with a special half-rate of \$2.00 per year to librarians,

assistants and trustees in libraries where one full-rate subscription is taken. The *Library Journal*, which is published monthly at 298 Broadway, New York City, is the official organ of the American Library Association, and is a medium of communication between all libraries, large and small, upon subjects of library administration, bibliography and library economy.

LIBRARY NOTES.

A journal of improved methods, in which is given a valuable record of the results of the studies and experiments conducted in the Library School, N. Y. state library, Albany, N. Y. The special features of this work are the "literary methods and labor-savers," practical, helpful rules, notes and hints for every reader and writer who would accomplish the most possible with his time and labor.

PUBLIC LIBRARIES.

This is a monthly journal devoted to all phases of library work, and published by the Library Bureau, 215 Madison street, Chicago. Founded in 1896, in answer to a strong demand for such a work, this periodical has grown steadily in the quality of its contents and in the favor of its readers. In presenting the larger plans of the work occupying the more advanced fields of librarianship, the details necessary to the progress of the new and smaller libraries are given constant and careful attention. It numbers among its contributors the leading librarians of the day, and in its pages may always be found the latest and best ideas in library work. Its reports of matters of interest to members of the American Library Association and of the meetings of the various state associations and library clubs have recommended it to the attention of library workers everywhere, while the attention given to the elementary but no less important details of library work makes it suggestive to all and invaluable to less experienced workers. No effort is spared in carrying out the object of this periodical, which is to promote the principles of the A. L. A., "the best reading for the largest number at the least cost," to forward the interests of state library associations in every possible way, keep librarians and trustees in touch with the work going on and to encourage the founding of new libraries and the building up of those already established.

✓ A. L. A. CATALOG 1904.

A catalog of eight thousand volumes suitable for a popular library with notes prepared by the New York State Librarian and Librarian of Congress, under the auspices of the American Library Publishing Board. This exhaustive work edited by Melvil Dewey, director of the New York State Library, is one of the most useful bibliographical manuals that has ever been issued. The collection represents the combined efforts of the most experienced librarians in the country. As a guide it is indispensable to any library be it large or small. This book of 485 pages may be purchased for \$0.50 from the Superintendent of Documents, Washington, D. C.

CHARGING SYSTEM.

Every library which circulates books must have some system for keeping an accurate record of its borrowers and the books they take out. A charging system should show the whereabouts of every piece of library property lent, with the name and address of the person responsible for it and the date for its return. The system should be so simple in operation that the business of the charging desk may be transacted rapidly, in order to avoid undue detention of borrowers and the accumulation of crowds during the busy hours of the day.

Every charging system requires application blanks, a borrowers' register, either in card or book form, call slips, book cards, borrowers' cards or pockets, date slips, stamp outfits, trays for filing cards, and date guides behind which cards are filed.

The application blank is filled in and signed by the person desiring to become a borrower, space being allotted for the signature of the endorser or guarantor. These blanks are filed by name in a tray, forming an alphabetic index to borrowers.

The borrowers' register is a record of the name and address of each borrower, and the number assigned in the order of registry. This number is also written on the borrower's card and is used in charging loans.

The book register of borrowers is uniform in size with the L. B. order and binding books, and is ruled and printed with headings for number, name and address. There are twenty-five lines to the page, which is half numbered on the left margin.

The borrower's card represents the borrower, bears his name, address and registry number, and is handed in when a book is applied for.

The book card represents the book, and when the book is lent the card is retained in the library. The classification number, author number and any other identifying fact the librarian may desire is written on the book card. The book cards may be all one color, or in ten colors to distinguish the main divisions of the decimal classification, or any other arbitrary arrangement.

The date slip is pasted on the last fly leaf of the book and on it is stamped the date the book is due.

A book pocket should be pasted inside the back cover of the book, to hold the book card when the book is in the library.

Of the many charging systems which have been devised, the following is suggested:—

This form of charging requires a book card, a borrower's card, a book pocket, and a date slip. The book card is kept in the book when in the library. At the time of issue it is taken out, the date and the borrower's number entered on it, after which it is filed behind the date guide in the tray, as a record of the loan. The borrower's card, handed in with the list of books wanted, is also stamped with the date and placed in the book pocket from which the book card has been removed and the book is handed to the borrower. When it is returned the borrower's card is taken from the book pocket, the book card found in the tray behind the date indicated on the borrower's card, and replaced in the book, which is then ready for re-issue.

APPLICATION CARDS.

If taken in card form the application may serve as an alphabetical list of borrowers, creating a permanent registration in which changes may be made as in the ordinary card catalog. Application cards are used most advantageously with the numeric borrowers' register.

No.
I, a resident of over twelve years of age, living at
near
and hereby applying for the right to use the promise to obey all its Rules, and to <i>give</i> IMMEDIATE NOTICE <i>at the Library of any change of residence.</i>
(Sign name)
Recommended by
Residence

BORROWER'S REGISTER.

For recording borrowers' names and assigning them numbers in accession order. Uniform with condensed accession book, ruled and printed with headings for No., name and residence, and half numbered.

BORROWER'S CARD.

The charging card can be used for a borrower's card as well, though there are many other good forms. An economical card is that adopted by the New York state traveling libraries. The diagram shows face of the card; the back is ruled uniformly with the face below the agreement or additional records of loans.

Surname			Given Name			No.		
Street and No.								
Being a resident of _____ over 16 years of age, I hereby agree, as a borrower from the _____ to pay promptly any fines due from me for over detention of books or for injuries of any kind beyond reasonable wear to any book while it is charged to me.								
----- 190. ----- Name signed -----								
Date borrowed	Book	Date returned	Date borrowed	Book	Date returned	Date borrowed	Book	Date returned
						LIBRARY BUREAU, 2096		

BOOK AND CARD POCKETS.



Reduced facsimile.

Figure shows the book pocket for cards, printed with the rules of the library.

CHARGING TRAYS



ADMINISTRATIVE RECORDS.

ORDER BOOK.

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